

## **EXHIBIT A**

### **SCOPE OF SERVICES**

#### **City of Manhattan Beach MS4 Scope of Service**

As authorized by the Federal Clean Water Act and the California Porter-Cologne Act, the LA MS4 Permit identifies conditions, requirements and programs that municipalities must implement to protect regional water resources from adverse impacts associated with pollutants in stormwater and urban runoff. Although the 4<sup>th</sup> term LA MS4 Permit expired in December 2017, the City is obligated to continue to comply with the permit requirements, including the elements of the approved Beach Cities EWMP and CIMP, until a new 5<sup>th</sup> term LA MS4 Permit is issued.

This scope of work is organized into tasks according to the following LA MS4 Permit program areas:

- Task 1 – Stormwater Program Management and Coordination;
- Task 2 - Public Information and Participation Program;
- Task 3 - Industrial/Commercial Facilities Control Program;
- Task 4 - Planning & Land Development and Construction Programs;
- Task 5 - Public Agency Activities Program; and
- Task 6 - Illicit Connection & Illicit Discharge Elimination.

#### **Task 1 Stormwater Program Management**

The LA MS4 Permit affects a wide range of municipal activities and requires effective management and coordination of LA MS4 Permit activities across municipal functions. Task 1 is focused on providing assistance to the City in stormwater program management and coordination and annual reporting.

##### **Subtask 1.1 Coordination and Communication**

This subtask provides an allocation of time for internal project management and organization and regular communication via email and telephone with City staff, and quarterly meetings with City staff on the status of work progress, regulatory and watershed developments, grant funding opportunities, need for action or response, and to obtain direction from City staff as needed. In addition, this subtask includes time to track and update City staff on the progress of the County funding measure and legal challenges to the MS4 Permit.

##### *Subtask 1.1 Deliverables:*

- Quarterly progress meetings with City staff

##### **Subtask 1.2 Annual Reporting**

The City is required to submit an annual report to the Regional Board by December 15<sup>th</sup> each year covering the preceding reporting period that aligns with the City's fiscal year (July 1<sup>st</sup>-June 30<sup>th</sup>). This subtask covers McGowan Consulting's preparation of the individual annual report for the City based on information already in-hand and information to be provided by City staff covering activities implemented during the reporting year. By August 15, 2018 McGowan Consulting will prepare as complete a draft annual report as possible given the information already in hand and provide City staff a list of information needed to complete the annual report. Information requested may include but is not limited to:

- Budgetary information on stormwater expenditures in each category for FY17-18 and projected budget for FY18-19;
- Public outreach and education events and materials;
- Low impact development (LID) project information for private and public development and redevelopment projects completed within the reporting year;
- Building & Safety's storm-water related construction inspection and plan check review records (including SWPPP/ESCP review and approval);
- Public works capital improvement projects related to stormwater; and
- Illicit connection and discharge incident results and records, including enforcement actions taken.

Given timely receipt of the requested annual report information from City staff in the necessary electronic formats no later than September 15, 2018, a complete draft individual annual report for City staff review will be delivered in electronic format by October 15, 2018. A two-week turnaround for City staff review with a consolidated set of City staff comments, and a single revision of the annual report are assumed. Following receipt of comments from City staff, the individual annual report will be revised, and the final annual report prepared in the form of electronic PDF files. Because the individual annual reports inform the preparation of the watershed annual report that is also due by December 15, 2018, it is critical that the City's individual annual report be complete by November 1, 2018. The individual annual reports also inform the preparation of the biennial Adaptive Management Report also due by December 15, 2018.

The joint Beach Cities Watershed annual report will also be prepared by McGowan Consulting and is covered by the separate contract under the Beach Cities CIMP MOU. Since Regional Board staff have requested that each Permittee's individual annual report be submitted as an attachment to its watershed annual report rather than separately, McGowan Consulting will deliver the City's annual report in the preferred electronic format to Regional Board staff along with the Beach Cities watershed annual report. An electronic copy of the individual annual report will be provided for the City's records.

#### *Subtask 1.2 Deliverables:*

- Draft and final FY17-18 Annual Report

#### **Subtask 1.3 Permit-wide Planning and Coordination**

This subtask includes time to participate in LA MS4 Permit Co-Permittee meetings and

coordination conference calls to share information, resources and address Co-Permittee and Watershed Group challenges cooperatively amongst the 84 co-permittees of the LA MS4 Permit. An allocation of time is provided for attendance at bi-monthly LA Permit Group Meetings. Additionally, it is anticipated that the 5<sup>th</sup> term LA MS4 Permit will be negotiated and adopted during the fiscal year and attendance at two (2) Regional Board special meetings or workshops regarding the draft permit is also assumed. An allocation of time is included to review and comment on the anticipated draft 5<sup>th</sup> term LA MS4 Permit as well as other regulatory actions by the Regional Board and State Water Resources Control Board (State Board). Much of the work in this subtask such as attending meetings and reviewing and analyzing the draft permit will be performed in common for McGowan Consulting clients with similar interests and characteristics, and as such the effort assumed in this subtask is reduced based on cost-sharing among several clients.

## **Task 2 Public Information and Participation Program**

Each Co-Permittee is responsible for developing and implementing a Public Information and Participation Program (PIPP) that addresses specific LA MS4 Permit requirements and meets the general objectives of:

- Measurably increasing the knowledge of target audiences about the adverse impacts of stormwater pollution on receiving waters and the potential solutions to mitigate these impacts
- Measurably changing the waste disposal and stormwater pollutant generating behavior of target audiences
- Involving and engaging a diversity of socio-economic groups and ethnic communities in mitigating the impacts of stormwater pollution.

Each of the required elements of the PIPP may be met by the City either through a County-wide, watershed group, or individual program approach. The County has stated that it will continue implementing the following County-wide efforts on behalf of the Permittees: maintaining the countywide hotline (888-Clean-LA) and website (888cleanLA.com) for public reporting, broadcasting public service announcements and conducting regional advertising campaigns, and implementing a K-12 outreach program. In addition, the Beach Cities WMG continues to work jointly to develop some of the required elements of the PIPP effort to develop joint PIPP materials is included in the separate contract under the Beach Cities CIMP MOU and is excluded from this scope of work.

This task provides for McGowan Consulting to assist the City in implementing City-specific elements of the PIPP requirements, such as disseminating outreach materials to the City's residents and businesses and customizing or updating existing outreach materials. This subtask also provides an allocation of time for McGowan Consulting to prepare stormwater updates for City Council as directed by City staff to educate the public and update the City Council on issues such as: LA MS4 Permit negotiations, LA County Safe, Clean Water Initiative and associated parcel tax, and EWMP adaptive management actions.

It is assumed that the City's solid waste franchise contract and Recycled Beverage Container and Oil Payment Program implemented by other contract service providers will address the LA MS4 Permit requirement to distribute information to residents on proper handling of wastes such as vehicle waste fluids, household waste materials, construction waste materials, green waste and animal waste, and that no assistance is needed from McGowan Consulting to meet that requirement. It is also assumed that printing of public education materials for distribution to the public will be procured directly by the City through direct purchase orders with vendors or through a joint agreement among the Beach Cities WMG and are excluded from this Scope of Services.

*Task 2 Deliverables:*

- Customization/update and/or dissemination of outreach materials
- City Council staff reports or presentations

### **Task 3 Industrial & Commercial Facilities Control Program**

The LA MS4 permit requires the implementation of an Industrial/Commercial Facilities Control Program to track, inspect and ensure that source control measures are being implemented at industrial and commercial facilities that are considered critical sources of pollutants in storm water. Subtask 3.1 addresses the tracking and assistance to commercial and industrial facilities, excluding food service establishments, while Subtask 3.2 addresses the tracking, education and assistance to food service establishments via the Clean Bay Restaurant Program.

#### **Subtask 3.1 Commercial Facilities Tracking and Assistance**

In FY1718, McGowan Consulting discovered approximately 38 businesses in the City that were classified as industrial critical source facilities per their business licenses. These sites were investigated and 37 were determined to be classified incorrectly and thus will require a modification of the City's business license database to more accurately reflect their operations. Subtask 3.1 includes an allocation of time for McGowan Consulting to work with City staff issuing business licenses to correct the SIC codes and revise the process for selecting appropriate SIC codes. An allocation of time has been included in this subtask for the tracking and updating of the commercial facilities inventory as-needed based on information provided by City and contracted field staff.

The City completed the first required round of commercial facility inspections by the LA MS4 Permit deadline of December 28, 2014, and the second required round by December 28, 2017, therefore, it is assumed that there will be no commercial inspections during FY1819 other than the Clean Bay Certification restaurant inspections described in subtask 3.2. The single (1) facility that was found to be conducting industrial activities indoors and out of exposure to stormwater was given information on obtaining Industrial General Permit (IGP) coverage in the form of a No Exposure Certification—it is assumed that follow up with this facility will be concluded in FY1718 and that no further action will be needed during FY1819.

*Subtask 3.1 Deliverables:*

- Training session for targeted City staff
- Updated commercial facilities inventory

### **Subtask 3.2 Business Assistance (Clean Bay Restaurant Program)**

This subtask allocates time for assisting City staff in implementing the Clean Bay Restaurant certification program within the City by reviewing results of inspections, making recommendations for certification, updating the spreadsheet database, and coordinating with City staff and The Bay Foundation staff in issuing certificates.

It is assumed that City staff will be responsible for conducting or contracting for annual inspections of food service establishments and distribution of certificates or window clings to Clean Bay certified restaurants.

#### *Subtask 3.2 Deliverables*

- Updated inventory of food service establishments based on recent inspection results

### **Task 4 Planning & Land Development and Construction Programs**

The Planning and Land Development provisions of the LA MS4 Permit require the City to ensure that private development and redevelopment projects provide for permanent measures to reduce storm water pollutant loads from the development site by conditioning approval of these projects with low impact development (LID) requirements. The City is also responsible for requiring that its qualifying capital improvement projects incorporate LID requirements, including the City's Green Street Policy. McGowan Consulting understands that the City's current municipal code, although consistent with minimum LA MS4 Permit requirements for LID, is not triggering LID retrofits for redevelopment projects at a rate consistent with assumptions in the Beach Cities EWMP, and that a revision of the LID ordinance is contemplated during FY1819 to increase the proportion of redevelopment projects that are subject to LID. This revision would accelerate the City's overall rate of reduction in effective impervious area over time which would support the City's attainment of milestones and schedule commitments in the approved Beach Cities EWMP. It is also possible that revision to the City's ordinance may be required after the issuance of the 5<sup>th</sup> term LA MS4 Permit. Accordingly, an allocation of effort is provided for McGowan Consulting to assist City staff in preparing a revision to Chapter 5.84 Stormwater and Urban Runoff Pollution Control of the City's municipal code to address LID changes required by the 5<sup>th</sup> term LA MS4 Permit and/or to carry out adaptive management actions consistent with the Beach Cities EWMP.

The County of Los Angeles has developed the GIS-based Watershed Reporting Adaptive Management and Planning System (WRAMPS) which includes a Project Module to assist Permittees and watershed groups in compiling and analyzing the LID project data necessary for completing the annual report. WRAMPS produces effectiveness assessment metrics for annual reporting cumulatively from one annual reporting year to the next. It is assumed that LID project information for FY1718 will be provided by City

staff to McGowan Consulting in the Excel® spreadsheet template format provided by WRAMPS for purposes of annual reporting.

The Development Construction provisions of the LA MS4 Permit require the City to ensure that development and redevelopment projects implement measures to reduce storm water pollutant loads from the development site during construction, including its own capital improvement projects. An allocation of eight (8) hours is included in this task for McGowan Consulting to track reporting by construction sites over 1 acre in the State Board's online SMARTS system on a quarterly basis to ensure the proper reporting requirements have been met. Problems with online reporting may be an indicator of poor recordkeeping and poor housekeeping problems at a site. For public works construction projects, it is essential for the City to ensure that online reporting is completed in a timely manner. This quarterly tracking will allow McGowan Consulting to alert City staff of potential paperwork deficiencies and need for closer follow up at large construction sites, whether they are City-owned public works projects or private commercial projects.

Most construction sites in the City are less than one acre in size and for such sites the City is responsible for ensuring that development contractors implement a prescribed list of stormwater BMPs outlined in the LA MS4 Permit consistent with the training previously provided by McGowan Consulting—the small site construction brochure developed jointly by the Beach Cities WMG is targeted at small construction site developers and can be used by City building & safety staff to educate and enforce these requirements. The City is also required to review and approve construction plan documents for sites one acre or greater subject to the statewide Construction General Permit (CGP) for consistency with a similar set of prescribed stormwater BMPs in the LA MS4 Permit. The City must also carry out inspections of CGP sites at frequencies consistent with the LA MS4 Permit requirements. It is assumed that the City is utilizing contracted or in-house Building and Safety inspectors that are trained and knowledgeable in inspection procedures consistent with the State Board Qualified SWPPP Practitioner program for the CGP for these inspections and construction plan reviews and will provide the necessary information to McGowan Consulting for annual reporting purposes. Since a refresher training on the Planning and Land Development and Construction programs is planned for delivery by McGowan Consulting prior to the close of FY1718, it is assumed that no additional training on the LA MS4 Permit construction program requirements will be needed during FY1819.

## **Task 5 Public Agency Activities Program**

The Public Agency Activities program focuses primarily on activities of public works and community service staff and requires implementation of BMPs to minimize water quality impacts from the operation and maintenance of public facilities, including parks, streets, recreational and other municipally owned or operated facilities. Grant pursuits for Public Works capital projects to reduce pollutant loads are covered under subtask 5.1 and trash reduction efforts to meet the Santa Monica Bay Debris TMDL and the Statewide Trash Provisions are included in subtask 5.2.

### **Subtask 5.1 Grant Application and Coordination Assistance**

As part of its commitment in the Beach Cities EWMP, the City must make a good faith effort to pursue funding for the regional and distributed capital projects that are proposed for construction within its jurisdiction. Grant funding will allow the City to leverage municipal resources for the construction of such capital projects. This task provides an allocation of effort for McGowan Consulting to assist City staff in preparing one (1) complete grant application for a capital project chosen in consultation with City staff based on the City's priorities for a targeted grant solicitation. This allocation of effort includes time for McGowan Consulting to complete the online grant application, compile the necessary attachments, and submit the application on the City's behalf. Time is also allocated in this subtask to track and evaluate grant solicitations and other funding opportunities.

It is assumed that City staff will provide McGowan Consulting with a detailed project description and project budget estimate prior to initiation of the grant application. City staff will also obtain any necessary City Council resolutions approving the application, and provide any necessary maps or figures requested by the grant solicitation.

#### *Subtask 5.1 Deliverables*

- One (1) complete grant application for a stormwater capital project submitted on the City's behalf

### **Subtask 5.2 Public Agency Activities Training**

The City must train all employees in targeted positions whose interactions, jobs, and activities affect stormwater quality. This training requirement also applies to contractors performing privatized/contracted municipal services such as landscape maintenance or trash collection. Training must address the requirements of the overall stormwater management program, as well as training specific to the duties carried out by the employee or contractor. This task provides for preparation and delivery of an interactive training for targeted City staff and any contracted service providers selected by the City. The training will provide an overview of the permit requirements and then focus the majority of training time on storm water practices related to their specific duties. A single 1- to 1.5-hour presentation is assumed with additional time for open discussion.

#### *Subtask 5.2 Deliverables:*

- Training session for targeted staff

### **Subtask 5.3 Trash/Debris TMDL Support**

On April 7, 2015, the State Board adopted the Statewide Trash Provisions to establish a statewide approach for addressing trash discharges to waters of the state. The requirements of the Statewide Trash Provisions apply to Priority Land Uses (PLUs) within areas of the City not already addressed by a trash TMDL. By February 18, 2019, the City must establish a plan and submit to the Regional Board jurisdictional or watershed map(s) identifying the City's proposed compliance plan. In addition, by August 20, 2019 the City will need to determine a compliance strategy for installing full capture systems for trash

to attain the Santa Monica Bay Debris TMDL in areas of the City outside of tributary areas to planned regional BMP projects.

This subtask provides an allocation of 48 hours for McGowan Consulting to assist City staff in developing the City's compliance strategies for trash reduction in the Santa Monica Bay and Dominguez Channel watersheds. The majority of this subtask will be dedicated to developing the approach for meeting the trash prohibition on the Dominguez Channel side of the City and submitting the required maps to the Regional Board by February 18, 2019. However, an allocation of time is also included to plan the approach for the Santa Monica Bay area of the City, to allow sufficient time to conduct the necessary analysis and determine the most appropriate strategy prior to preparing the written plan due in August 2019. Preparation of the written plan will occur in the beginning of FY1920 and is excluded from this scope.

It is assumed that City staff will prepare GIS-based mapping to support these plans including maps depicting:

- Santa Monica Bay and Dominguez Channel storm drain networks within the City and delineation of the drainage divide between them
- Priority Land Use areas discharging to the storm drain network in Dominguez Channel areas of the City; and
- Locations of all proposed certified Full Capture Systems with GIS-based delineation of tributary areas to each.

### **Task 6 Illicit Connection & Illicit Discharge Elimination Program Implementation**

The City's Illicit Connection and Illicit Discharge (ICID) Elimination program includes procedures for conducting investigations to identify the source of suspected illicit discharges and procedures for eliminating the discharge. The City's ICID procedures manual was updated in in FY15-16 for consistency with the 2012 LA MS4 Permit requirements and with the Non-Stormwater Screening and Monitoring procedures outlined in the Beach Cities CIMP. Since two rounds of training of City staff and contractors in illicit discharge identification have been completed during the current permit term, no additional training of existing field staff is required, however training of new staff members must be provided within 180 days of starting employment.

This task provides for McGowan Consulting support of City staff as needed in implementing the ICID program and/or training newly hired staff in illicit discharge identification.

#### ***Task 6 Deliverables:***

- As needed training session for newly hired field staff

### **COST OF SERVICES**



McGowan Consulting will conduct the work effort described in the above Scope of Services for an amount not to exceed **\$69,402** as detailed in the attached Budget Table and Rate Schedule. In order to provide a measure of flexibility to best meet the needs of the City, it is understood that reallocation of level-of-effort between tasks and subtasks may occur so long as the total contract amount is not exceeded. When possible, consulting time for attending meetings and performing tasks in common for clients will be distributed between two or more clients, thereby reducing individual costs to each client. Subtasks where such cost-sharing has been assumed in the level-of-effort are identified with an asterisk in the Cost Breakdown (\*). Invoices will be submitted based on actual effort expended in accordance with the attached rate schedule for FY18-19. Labor rates shown in the Rate Schedule include automobile mileage, parking fees, and routine printing and copying. Other direct costs chargeable to the project may include: subcontracted graphic design, illustration and translation services; report reproduction and binding; courier services; and other direct project costs not specifically included in labor rates.

McGowan Consulting will inform City staff of changing requirements and emerging issues as part of regular communication. It is the nature of regulatory-driven programs to be subject to uncertainty and unpredictable events such as changes in regulatory requirements with the issuance of the 5<sup>th</sup> term permit, new/emerging regulatory issues, enforcement action or third-party lawsuits, or significant additional support required by City staff that was unanticipated. If such unpredictable event(s) or needs arise, we are prepared to assist the City and, if necessary and at City staff's direction, we will submit a request for an authorization for scope change to provide the City with additional consulting services to respond to meet the need.

### **Beach Cities Watershed Management Group Scope of Service**

The Scope of Services in this proposal provides for McGowan Consulting to serve as the Coordinated Integrated Monitoring Program (CIMP) Coordination Consultant for the BC WMG during fiscal year 2018-2019 (FY1819) consistent with the *Memorandum of Understanding between the City of Manhattan Beach, the City of Torrance, the City of Redondo Beach, the City of Hermosa Beach and the Los Angeles County Flood Control District regarding the Administration and Cost Sharing for Coordination and Implementation of the Coordinated Integrated Monitoring Program for the Beach Cities Watershed Management Group* (Beach Cities CIMP MOU). Section 6a of the Beach Cities CIMP MOU provides authority for the City of Manhattan Beach to contract with a CIMP Coordination Consultant to perform the CIMP Coordination Scope of Work and any subsequent changes agreed upon by the parties. This proposal has been prepared for FY1819 based on discussion with the representatives of the BC WMG and agreement on the proposed tasks. The subtasks and scope assumptions for this effort by McGowan Consulting are outlined below based on the anticipated needs of the BC WMG during FY1819:

- 7.1 WMG Meeting Agendas and Minutes:** Plan, revise and distribute the BC WMG meeting agendas and meeting minutes for 12 monthly meetings. A level of effort is assumed similar to that expended during FY1718.
- 7.2 WMG Meeting Preparation and Attendance/Chairing:** Prepare materials for information, discussion and decision-making at the BC WMG meeting. Attend and chair the meetings, take notes during the meeting for documentation in the minutes, and follow up on action items from each meeting. A level of effort is assumed similar to that expended during FY1718.
- 7.3 Implementation Support:** Support for watershed implementation activities as directed by the BC WMG including preparation of an amendment to an existing implementation agreement among the WMG, and support for implementation of the grant-funded joint Hermosa Greenbelt regional project or other joint implementation activities.
- 7.4 Adaptive Management Evaluation Assistance and Review:** Assist in preparation of the BC WMG Adaptive Management Evaluation analysis and report. Effort will include coordination, review and comment on the adaptive management evaluation and report and for making revisions to narrative discussions of joint programmatic activities in the report. It is assumed that the CIMP Implementation Consultant will conduct the evaluation and prepare the majority of the WMG Adaptive Management Report due by December 15, 2018.
- 7.5 Review CIMP Implementation and Data Reporting:** Provide technical and regulatory review of work by the CIMP Implementation Consultant, including semi-annual data reports and periodic memos. A level of effort is assumed similar to that expended during FY1718.
- 7.6 Develop and Implement Joint Outreach Activities:** Development of joint public outreach materials utilizing contract services for graphic layout and illustration. Management of ongoing website content and hosting and, at the WMG's direction, new means for delivery of targeted stormwater outreach utilizing contracted services from the Environmental Services Center staff of the South Bay COG. As in FY1718, it is assumed that McGowan Consulting level of effort and supporting contract services for this subtask will be offset through combined work for another Watershed Management Group.
- 7.7 CIMP/EWMP Coordination & Permit-wide Meetings:** Represent and participate in CIMP/EWMP Coordinator Meetings, and Regional Board meetings and workshops on behalf of the BC WMG. Level of effort anticipates that Municipal Stormwater Permit negotiations will occur during FY1819.
- 7.8 South Bay IRWMP Meetings and Grant Pursuit:** Participation in South Bay Steering Committee meetings of the Greater Los Angeles Integrated Regional Water Management Program (IRWMP) and assistance to the BC WMG in proposing joint

implementation projects for IRWMP Implementation grant funding. This task may also be used for pursuit of other joint grant funding opportunities as directed by the BC WMG.

**7.9 Watershed Joint Annual Report Preparation:** Preparation of the BC WMG joint Watershed Annual Report for submittal to the Regional Board by December 15, 2018. This subtask includes review and incorporation of the Integrated Monitoring Compliance Report (IMCR) prepared by the CIMP Implementation Consultant into the Watershed Annual Report. A level of effort is assumed similar to that expended during FY1718. It is assumed that each individual BC WMG agency will upload its individual new development and redevelopment low impact development projects through the online WRAMPs tool no later than November 1, 2018 to enable McGowan Consulting to download and compile the information for the BC WMG as a whole in preparing the Watershed Annual Report. It is also assumed that each agency of the BC WMG will prepare its own individual annual report summarizing and reporting on its individual activities under the Municipal Stormwater Permit for the reporting year, and that the individual annual reports for each agency will be provided in pdf format by November 30, 2018 for McGowan Consulting to include as-is in the Watershed Joint Annual Report as appendices.

Excluded from this Scope of Services is effort to carry out the Beach Cities CIMP scope of work including preparation of the IMCR which is contracted separately by the City of Manhattan Beach on behalf of the WMG with the CIMP Implementation Consultant.

### **Cost of Services**

McGowan Consulting will conduct the work effort outlined in the above Scope of Services for an amount not to exceed **\$82,000** as detailed in the attached Budget Table and Rate Schedule. Labor rates include automobile mileage, parking fees, and routine printing and copying. Other direct costs chargeable to the project may include: subcontracted graphic design, illustration, website design and hosting services; translation services; professional printing; report reproduction and binding; courier services; and other direct project costs not specifically included in labor rates. Anticipated costs for these other direct costs related to joint public outreach activities are included as line items in the Budget Table.

McGowan Consulting will adhere closely to the Scope of Services and inform City staff and BC WMG representatives of changing requirements and emerging issues as part of regular communication. In order to provide flexibility to best meet the needs of the BC WMG, it is understood that reallocation of labor hours and budget between subtasks may occur so long as the total contract amount is not exceeded. It is the nature of regulatory and monitoring-driven programs to be subject to uncertain and unpredictable events such as new technical issues, changes in regulatory requirements, regulatory enforcement action or third-party lawsuits under the Clean Water Act. If such an unpredictable event arises, if necessary and at City of Manhattan Beach staff's discretion, McGowan

Consulting will submit a request for authorization for a change to the Scope of Services and cost to provide additional consulting services to meet the need.

**EXHIBIT B**  
**APPROVED FEE SCHEDULE**

**McGowan Consulting, LLC**

**Labor Rates**

**Contract Year 2018-19<sup>1</sup>**

***Professional/Staff Rates***

<b>Principal</b>	<b>\$158 per hour</b>
<b>Sr. Scientist</b>	<b>\$131 per hour</b>
<b>Staff Scientist</b>	<b>\$56 per hour</b>

***Expenses***

**Labor rates include:** automobile mileage within greater Los Angeles and Orange County area, parking, routine printing and copying

**Other direct costs chargeable to the project include:** graphic layout and illustration, webpage design and hosting, translation services, report reproduction and binding, courier services, blueprint services, graphics services, project-specific publications, and any other direct project costs not included in the labor rates.

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<sup>1</sup> Labor rates to be adjusted annually based on increases in the Consumer Price Index for the Los Angeles area as calculated by the U.S. Department of Labor Bureau of Labor Statistics

**MS4 Permit Consulting Budget FY18-19**  
**City of Manhattan Beach**

<b>Task Description</b>	<b>Labor Hours</b>	<b>FY1819 Budget</b>
<b>Task 1 Stormwater Program Management</b>		
1.1 - Coordination and Communication	70	\$10,220
1.2 - Annual Reporting	50	\$7,300
1.3 - Permit-wide Planning and Coordination *	40	\$5,840
<b>Subtotal Task 1</b>	<b>160</b>	<b>\$23,360</b>
<b>Task 2 Public Information and Participation Program</b>		
PIPP Program Implementation	28	\$4,088
<b>Subtotal Task 2</b>	<b>28</b>	<b>\$4,088</b>
<b>Task 3 Industrial &amp; Commercial Facilities Control Program</b>		
3.1 - Commercial Facilities Tracking and Assistance	20	\$2,800
3.2 - Business Assistance (Clean Bay Restaurant)	20	\$2,800
<b>Subtotal Task 3</b>	<b>40</b>	<b>\$5,600</b>
<b>Task 4 Planning &amp; Land Development and Construction Programs</b>		
Planning & Land Development and Construction Support	58	\$8,468
<b>Subtotal Task 4</b>	<b>58</b>	<b>\$8,468</b>
<b>Task 5 Public Agency Activities Program</b>		
5.1 - Grant Application and Coordination Assistance	95	\$13,870
5.2 - Public Works Activities Training *	24	\$3,504
5.3 - Trash/ Debris TMDL Support	48	\$7,008
<b>Subtotal Task 5</b>	<b>167</b>	<b>\$24,382</b>
<b>Task 6 Illicit Connection &amp; Illicit Discharge Elimination</b>		
IC&ID Program Support	24	\$3,504
<b>Subtotal Task 6</b>	<b>24</b>	<b>\$3,504</b>
<b>TOTAL ALL TASKS</b>	<b>477</b>	<b>\$69,402</b>

*\* indicates tasks that incorporate cost/labor savings due to work performed in common for more than one client*

## Beach Cities Watershed Management Group Coordination

### Budget Table

Task	Description	Labor Hours	FY18-19 Budget
7.1	WMG Meeting Agendas and Minutes	40	\$ 5,840
7.2	WMG Meeting Preparation and Attendance/Chairing	100	\$ 14,600
7.3	Implementation Support	48	\$ 7,008
7.4	Adaptive Management Evaluation Assistance and Review	48	\$ 7,008
7.5	Review CIMP Implementation and Data Reporting	18	\$ 2,628
7.6	Develop & Implement Joint Outreach	60	\$ 8,760
	<b><i>Subcontracted Public Outreach Activities</i></b>		
	<i>Website hosting and support by Environmental Services Center/South Bay COG</i>		\$ 3,100
	<i>Graphic design and layout for brochures/print materials</i>		\$ 4,000
	Task 7.6 Total Joint Outreach		\$ 15,860
7.7	CIMP/EWMP Coordination & Permit-wide Meetings	40	\$ 5,840
7.8	South Bay IRWMP Meetings and Grant Pursuit	24	\$ 3,504
7.9	Watershed Joint Annual Report Preparation	135	\$ 19,710
	<b>Total Beach Cities Watershed Coordination</b>	<b>513</b>	<b>\$ 81,998</b>